

Glossary

ADULT CIRCULATION: (Table 10) This is the annual circulation of all adult materials in all formats to all users. It is a count of the adult materials that are circulated, no matter who borrows them. **See also *Children Circulation, Young Adult Circulation.***

ADULT LIBRARY PROGRAMS: (Table 11) This is the number of programs for which the primary intended audience is adults (those over 18). A program or presentation is an information contact in which a staff member, or person invited by a staff member, provides information intended for a number of persons and planned in advance. Information service to groups may be either bibliographic instruction or library use presentations, or it may be cultural, recreational, or educational programs or presentations. Programs or presentations both on and off the library premises are included, as long as they are sponsored by the library. This does not include meetings sponsored by other groups using library meeting rooms. **See also *Children Library Programs, Library Programs, Young Adult Library Programs.***

ADULT PROGRAM ATTENDANCE: (Table 11) The number of people of all ages attending programs or presentations intended for adults which are planned and sponsored by the library. **See also, *Children Program Attendance, Young Adult Program Attendance.***

AMOUNT PER CAPITA: **See *Per Capita.***

ANNUAL LIBRARY ATTENDANCE: (Table 12) This is the total number of persons entering the library per year including persons attending activities, meetings, and those persons requiring no staff services.

ANNUAL LIBRARY ATTENDANCE PER CAPITA: (Table 12) Library attendance per capita relates the total number of persons entering the library annually to the population of the library's legal service area. It is the annual attendance at the library divided by the population of the library's legal service area. This measure indicates the average number of library visits per person served.

ANNUAL PUBLIC SERVICE HOURS: (Table 8, 12) This is the total annual public service hours for all outlets combined. Both the main library and the branches are counted using the following instructions: "Report the sum of annual public services hours for service outlets. Includes central, branches, and bookmobiles. Does not include other outlets. For bookmobiles report only the hours during which the bookmobile is open to the public. Do not include hours for deposit collections or other similar service outlets."

ANNUAL REFERENCE TRANSACTIONS: (Table 12) This is the total number of reference transactions in the year. A reference transaction is an information contact that involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. The term includes information and referral service. Information sources include print and non-print materials, machine-readable databases (including computer-assisted instruction), catalogs and other holdings records and, through communication or referral, other libraries and institutions, and persons both inside and outside the library. When a staff member utilizes information gained from previous use of information sources to answer a question, report it as a reference transaction, even if the source is not consulted again during this transaction.

ANNUAL REFERENCE TRANSACTIONS PER CAPITA: (Table 12) This measure relates the number of information contacts which involve the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a staff member to the population of the library's legal service area. It is the annual number of reference transactions divided by the population of the library's legal service area. This measure indicates the average number of times a resident of the library's legal service area received staff assistance in using information sources available at or accessible through the library.

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ASSESSED VALUATION: (Table 4) This is the assessed value of property within the legal service area's geographic boundaries. This data is obtained from the Washington State Department of Revenue and State Auditor.

AUDIO: (Table 9) This includes materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. This includes records, audiocassettes, audiocartridges, audiodiscs, audioreels, talking books, and other sound recordings.

BENEFITS: (Table 7) This includes benefits outside of salaries and wages, paid and accruing to all library employees, (including plant operations, security and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. It includes amounts spent by the reporting unit for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition and housing benefits. Included are employee benefits paid out of the public library budget.

BOOKMOBILES: (Table 8) These are trucks or vans especially equipped to carry books and other library materials, and serve as traveling branch libraries. Vehicles in use, not the number of stops the vehicle makes, are counted.

BOOKS AND SERIALS: (Table 9) **BOOKS** are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least forty-nine pages, exclusive of the cover pages; or a juvenile non-periodical publication of any length bound in hard or soft covers. **SERIALS** are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, unbound serials are counted as volumes when the library has at least half of the issues in a publisher's volume. The number of physical units held at the end of the year are reported. Physical units are volumes, items or pieces. Six copies of the same edition of a title count as six volumes. Two editions of the same title, which have been cataloged or recorded separately, count as two volumes. A set of six items for which six shelf list entries have been made counts as six volumes.

BORROWERS: *See Registered Borrowers.*

BRANCHES: (Table 8) Branch libraries are auxiliary units that have all of the following: (1) separate quarters; (2) an organized collection of library materials; (3) paid staff; (4) a regular schedule for opening to the public. They are administered from a central unit.

CAPITAL INCOME: (Table 1, 2) This is revenue for major capital expenditures including land, buildings, major computer systems, etc. LSCA Title II funds are reported here.

CAPITAL OUTLAY: (Table 1, 5) These are funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment (including major computer installations), initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacements and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

CENTRAL LIBRARY: (Table 8) The central library is the single unit library or the unit where the principal collections are kept and handled. It is also called the Main Library. Some systems may have a service center or administrative center, which is separate from the principal collections and is not open to the public. This type of building has not been reported. ("0" means no central or main library; "1" means a main library in a system or the library if there is only one.)

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CHILDREN CIRCULATION: (Table 10) This is the annual circulation of all children's materials in all formats to all users. It is a count of the children's materials that are circulated no matter who borrows them. **See also** *Circulation, Young Adult Circulation, Adult Circulation*.

CHILDREN LIBRARY PROGRAMS: (Table 11) This is the number of programs for which the primary intended audience is children (those age 14 or under), including puppet shows, story hours, magic shows, and the like. A program or presentation is an information contact in which a staff member or person invited by a staff member provides information intended for a number of persons and planned in advance. Information service to groups may be either bibliographic instruction or library use presentations, or it may be cultural, recreational, or educational programs or presentations. Programs or presentations both on and off the library premises are included, as long as the library sponsors them. This does not include meetings sponsored by other groups using library-meeting rooms. **See also** *Library Programs, Young Adult Library Programs, Adult Library Programs*.

CHILDREN PROGRAM ATTENDANCE: (Table 11) This is the number of people of all ages attending children's programs or presentations planned and sponsored by the library. **See also** *Program Attendance, Young Adult Program Attendance, Adult Program Attendance*.

CIRCULATION: (Table 10) Total annual circulation includes transactions that involve lending an item from the library's collection for use generally (although not always) outside the library. This activity includes charging materials, either manually or electronically. Each renewal is also reported as a circulation transaction. **See also** *Children Circulation, Young Adult Circulation, Adult Circulation*.

CIRCULATION PER CAPITA: (Table 10) This measure compares the number of items the library circulates to the population of the legal service area. It is the total annual circulation divided by the population of the library's legal service area. Circulation per capita can be thought of as representing the average number of items checked out to each resident annually.

COLLECTION EXPENDITURES: (Table 6, 7) This includes the total annual expenditures for materials purchased or leased for use by the public. It includes print materials (including books), microforms, machine-readable materials, audiovisual materials, and others.

COLLECTION EXPENDITURES PER CAPITA: (Table 7) This measure relates the amount of funds that the library spent on materials for the collection, both print and nonprint, to the population of the library's legal service area. It is the dollar amount spent on materials for the collection (collection expenditures) divided by the population of the library's legal service area. This figure indicates the average cost per person of purchasing, but not processing, newly acquired materials.

CURRENT SUBSCRIPTIONS: (Table 9) This is the total number of periodical subscriptions in the library or the library system, including duplicates. Subscriptions received, both purchased and gift, are reported, although the number of individual issues is not included. However, each serial title is included.

DAYCARE CENTERS: (Table 8) This is the number of library service outlets in daycare centers.

ELECTRONIC FORMAT MATERIALS: (Table 7, 9) This includes materials such as CD-ROMs, magnetic tapes, and magnetic disks, that are designed to be processed by a computer or similar machine. Included in this definition are expenditures for U.S. Census data tapes, locally mounted databases, reference tools or current serials on CD-ROM, tape, or disk. Excluded from this definition are bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

EMPLOYEE BENEFITS: see Benefits.

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EXPENDITURES: (Table 1, 5, 6, 7) These are decreases in net financial resources, i.e. dollars disbursed. **See also** *Total Expenditures, Collection Expenditures, Personnel Expenditures, Other Operating Expenditures, Capital Outlay.*

FEDERAL INCOME: (Table 2, 3, 4) This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state. **See also** *LSCA Income and Other Federal Income.*

FILMS: (Table 9) The term "film" is used interchangeably with "motion picture," which is a length of film, with or without recorded sound, bearing a sequence of still images that create the illusion of movement when projected in rapid succession (usually 18 or 24 frames per second). Motion pictures are produced in a variety of sizes (8, super 8, 16, 35, 55 and 70 mm) and a variety of formats (cartridge, cassette, loop, and reel). Videos are not included with films. **See also** *Video.*

FTEs (FULL TIME EQUIVALENTS): **See** *Staff FTEs, Professional FTEs, Nonprofessional FTEs.*

HOLDINGS: **See** *Total Library Holdings.*

HOLDINGS PER CAPITA: (Table 9) This measure relates the number of items the library owns to the number of persons it was established to serve. It is the number of items in the collection divided by the population of the library's legal service area. It is a rough measure of the extensiveness of the library's holdings compared to the population, indicating the average number of items held for each person in the library's legal service area.

ILL (INTERLIBRARY LOAN) ITEMS BORROWED: (Table 10) These are the number of library materials, or copies of materials, borrowed by the library from another library through an interlibrary loan request. The libraries involved in interlibrary loans are not under the same administration.

ILL (INTERLIBRARY LOAN) ITEMS LOANED: (Table 10) These are the number of library materials, or copies of materials, lent by the library to other libraries through interlibrary loan. The libraries involved are not under the same administration.

ILL'S (INTERLIBRARY LOANS) PER 1,000 CIRCULATION: (Table 10) Interlibrary loans per 1,000 circulation relates the number of materials borrowed from other libraries to the number of materials from the local collection circulated to borrowers. It is the number of ILL requests divided by total circulation multiplied by 1,000. This output measure indicates the number of interlibrary loans for every 1,000 items circulated from the local collection.

INCOME: (Table 1, 2, 3, 4) These are cash receipts and receivables of a governmental unit. **See also** *Operating Income, Local Income, Federal Income, State Income, Other Operating Income.*

JAILS: (Table 8) This is the number of library service outlets in city or county jails. This does not include service to state and federal prisons.

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LIBRARY PROGRAMS: (Table 11) This is the total annual programs for all ages. A program or presentation is an information contact in which a staff member or person invited by a staff member provides information intended for a number of persons and planned in advance. Information service to groups may be either bibliographic instruction or library use presentations, or it may be cultural, recreational, or educational programs or presentations. Programs or presentations both on and off the library premises are included, as long as they are sponsored by the library. This does not include meetings sponsored by other groups using library meeting rooms. ***See also Children Library Programs, Young Adult Library Programs, Adult-Library Programs.***

LOCAL LIBRARY CENTS PER THOUSAND \$: (Table 4) These are the number of cents per thousand assessed valuation which the library collected from local government or taxing district property tax in the reporting year.

LOCAL INCOME: (Table 2, 3, 4) This includes all tax and non-tax receipts designated by the community, district, or region of the public library and available for expenditures by the public library. It does not include the value of any contributed or in-kind services and/or the value of any gifts and donations, fines, or fees.

LSTA (LIBRARY SERVICES AND TECHNOLOGY ACT) INCOME: (Table 4) These are federal funds received by the local library as a result of being awarded a grant or grants of Library Services and Construction Act funds. This includes grants awarded by the State Library Commission and those awarded directly by the Institute of Museum and Library Services. LSTA Title II funds are not included in Table 4, but are included in Nonoperating Income. ***See also Other Federal Income.***

NET LENDING RATE: (Table 10) This measure relates the number of materials provided to other libraries through interlibrary loan to the number of materials borrowed from other libraries through interlibrary loan. It is the number of items loaned divided by the number of items borrowed. ILL net lending rate indicates items loaned as a percentage of items borrowed.

NONPROFESSIONAL FTEs: (Table 8) This includes all employees other than professional librarians paid from the reporting unit's budget, including plant operations, security and maintenance staff.

NONRESIDENT FEE-ANNUAL: (Table 8) This indicates the amount charged for registration for those who do not reside in the library's legal service area.

NURSING HOMES: (Table 8) This includes library service outlets in nursing homes.

OPERATING EXPENDITURES: (Table 1, 5, 6,) These are expenditures of dollars for staff, collection, and support of all the general library operational activities. They are the current and recurrent costs necessary for the provision of library service, such as personnel, library materials, binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of the physical facility or facilities.

OPERATING EXPENDITURES PER CAPITA: (Table 5) Operating expenditures per capita relates the total amount of library funds spent for operating purposes to the number of persons the library is established to serve. It is the dollar amount spent on staff, materials, and other operating expenses divided by the population of the library's legal service area. This figure approximates the average cost per person of running the library.

OPERATING INCOME: (Table 1, 2, 3, 4) This figure includes income from local government, state government, federal government and all income other than that to be used for capital expenditures.

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OTHER FEDERAL INCOME: (Table 4) This includes federal funds received from the following: In Lieu of Taxes, Nuclear Regulatory Commission, Bicentennial Grants, HUD Grants, National Endowment for the Humanities, Work Study, Submarine Base Bangor intergovernmental service incomes. This does not include LSCA funds. **See also LSTA Income.**

OTHER MATERIALS: (Table 7, 9) This includes all materials not reported in books, serials, audio, films, video, machine-readable materials, and current subscriptions. It might include such items as art prints, toys, etc.

OTHER OPERATING EXPENDITURES: (Table 6, 7) These are all expenditures for operation of the library not included with personnel and collection expenditures.

OTHER OPERATING INCOME: (Table 2) This is the income other than that included in library local, state and federal income. Included are, for example, gifts and donations received in the current year, interest, library fines, and fees for library services. The value of any contributed services or "in-kind" gifts and donations is not included.

OTHER SERVICE OUTLETS: (Table 8) This includes other service outlets not identified as central libraries, branches, bookmobiles, nursing homes, jails, or day care centers. It includes other organizations or institutions with small and frequently changed collections of books and other library materials.

OTHER STATE INCOME: (Table 4) This includes income from the following: Leasehold Excise Tax, P.U.D. Privilege Tax, Power Generation/Thermal Electric Generation Facility, State Shared Incomes, Learn-in-Libraries Grants, Washington Commission for the Humanities Grants, Off-campus work study. **See also Timber State Income, State Income.**

PER CAPITA: (Table 4, 5) This is the total number or amount divided by the population of the library's legal service area.

PERCENT OF CHANGE: (Table 2, 6) This is the percentage of change from 1992 to 1993.

PERSONNEL EXPENDITURES: (Table 6, 7) This is the amount expended on salaries, wages and benefits for all library staff including plant operation, security and maintenance staff for the fiscal year. **See also Salaries, Benefits.**

PERSONNEL EXPENDITURES PER CAPITA: (Table 6) Personnel expenditures per capita relates the amount of funding spent on staff to the number of persons the library is established to serve. It is the dollar amount paid in salaries, wages and benefits divided by the population of the library's legal service area. The figure indicates the average cost per person of staffing a library.

POPULATION: (Table 2, 4, 5, 6, 7, 8, 9, 10, 11, 12) This is the number of people, based on 1993 state census data, in the geographic area for whom a public library has been established to offer services and from whom (or on behalf of whom) the library derives income plus any areas served under contract for which the library is the primary service provider.

PRINT MATERIALS: (Table 7, 9) These are materials consisting primarily of words and usually produced by making an impression with ink on paper. Included in this category are materials that do not require magnification: books, bound periodicals, government documents, Braille material, ephemeral print material, and the like.

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PROFESSIONAL FTEs: (Table 8) These are the number of paid librarians with a master of library science (MLS) degree from a program accredited by the American Library Association (ALA). This category excludes any person with the title of librarian who does not hold an MLS degree from an ALA accredited program.

PROGRAM ATTENDANCE: (Table 11) This is the number of people attending programs or presentations planned and sponsored by the library. **See also *Children Program Attendance, Young Adult Program Attendance, Adult Program Attendance.***

PROGRAM ATTENDANCE PER CAPITA: (Table 11) This measure relates attendance at scheduled presentations that are sponsored by the library, on or off the premises, to the number of persons the library is established to serve. It is program attendance divided by the population of the library's legal service area. This measure indicates the percentage of residents of the library's legal service area who attended a library program during the year.

REFERENCE TRANSACTIONS: **See *Annual Reference Transactions.***

REGISTERED BORROWERS: (Table 8) A registered borrower is a library user who has applied for and received an identification number or card from the public library that establishes the conditions under which the user may borrow materials.

REGISTRATION PER CAPITA: (Table 8) This measure relates the number of persons registered as borrowers to the number of persons the library is established to serve. It is the number of registrations divided by the population of the library's legal service area. This measure indicates the percentage of the library's potential users who have registered to borrow materials.

RESOURCE SHARING: (Table 10) This represents interlibrary loan activity. These are library materials, or copies of the materials, made available by one library to another, upon request. It includes both lending and borrowing. The libraries involved in interlibrary loan are not under the same library administration. **See also *ILL Items Borrowed, ILL Items Loaned.***

SALARIES: (Table 7) These are salaries and wages expended during the fiscal year for all library employees including plant operations, security and maintenance staff. It includes salaries and wages before deductions but excludes employee benefits.

SERVICE POPULATION PER STAFF: (Table 8) This measure relates the population of the legal service area to the number of full-time equivalent (FTE) staff. Full-time means 40 hours per week, regardless of how many hours the library is open per week. It is the number of persons in the library's legal service area divided by the number of library staff in FTEs. Service population per staff measures the potential workload to be carried by each member of the library staff and indicates the average number of persons each staff member might serve.

SOURCE OF OPERATING INCOME: (Table 2, 3) This indicates if the operating funds are derived from local, state, federal, or other sources. **See also *Local Income, State Income, Federal Income, Other Operating Income.***

STAFF FTEs (FULL-TIME EQUIVALENT EMPLOYEES): (Table 8) Figures are reported as of the last day of the fiscal year and unfilled but budgeted positions are included. To ensure comparable data, 40 hours per week has been set as the measure of FTE employment. A person must be paid to be considered an employee. To compute full-time equivalents (FTEs), the number of hours worked per week by all employees is divided by 40. **See also *Total FTEs, Professional FTEs, and Nonprofessional FTEs.***

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STATE INCOME: (Table 2, 3, 4) These are funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. **See also *Timber State Income and Other State Income*.**

TIMBER STATE INCOME: (Table 4) This includes income from the following state income sources: Private Harvest Tax, State Forest Board Land, Sale of Timber from State Forest Board Land, Reforestation Harvest Tax. **See also *State Income*.**

TOTAL EXPENDITURES: (Table 1, 5) This is the total of total operating expenditures and capital outlay.

TOTAL FTEs: (Table 8) This is the sum of all full time equivalent employees, including professional librarians and all other paid employees. **See also *Staff FTEs*.**

TOTAL LIBRARY HOLDINGS: (Table 9, 10) This is the total number of physical units held in the collection of the public library. It is the sum of books, serials, audio materials, films, videos, machine-readable materials, current subscriptions, and all other materials.

TOTAL LOCAL INCOME: **See *Local Income*.**

TOTAL OPERATING EXPENDITURES: **See *Operating Expenditures*.**

TOTAL OPERATING INCOME: **See *Operating Income*.**

TOTAL INCOME: (Table 1, 2) This figure includes the total of the library's operating income and other income. **See also *Operating Income*.**

TURNOVER RATE: (Table 10) Turnover rate relates the number of circulation transactions of library materials to the size of the collection. It is the number of circulation transactions divided by the number of items held in the collection at the end of the year. It measures the activity of the library's collection, indicating the number of times each unit of library material would have circulated during the year if circulation had been spread evenly throughout the collection.

TYPE OF ACCESS: (Table 13) This describes how patrons can access the Internet. **Staff Only** - Only staff can access the Internet. **Through Staff** - Library patrons may access the Internet through the library staff, by requesting information, which is obtained by a staff member and then given to the patron. **Direct** - Library patrons have direct access to the Internet through a publicly accessible computer.

VIDEO: (Table 9) These are materials on which pictures, sound or both are recorded. Electronic playback reproduces pictures, sounds or both using a television receiver or monitor. This does not include films. **See also *Films*.**

YOUNG ADULT-CIRCULATION: (Table 10) This is the annual circulation of Young Adult (YA) materials in all formats to all users. It is a count of the YA materials that are circulated, no matter who borrows them. **See also *Adult Circulation, Children Circulation*.**

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YOUNG ADULT LIBRARY PROGRAMS: (Table 11) This is the number of programs for which the primary intended audience is young adult (those ages 15 through 18). A program or presentation is an information contact in which a staff member or person invited by a staff member provides information intended for a number of persons and planned in advance. Information service to groups may be either bibliographic instruction or library use presentations, or it may be cultural, recreational, or educational programs or presentations. Programs or presentations both on and off the library premises are included, as long as they are sponsored by the library. This does not include meetings sponsored by other groups using library meeting rooms. ***See also Children Library Programs, Adult Library Programs.***

YOUNG ADULT-PROGRAM ATTENDANCE: (Table 11) The number of people of all ages attending programs or presentations intended for young adults and planned and sponsored by the library. ***See also Adult Program Attendance, Children Program Attendance.***